THE FEDERATION
of COMMUNITY SOCIAL SERVICES *of* BC

FEDERATION WEBINAR GUIDE

INSTRUCTIONS FOR TAKING PART IN FEDERATION WEBINARS

This guide will help you take part in Adobe Connect webinar meetings with The Federation. Follow the steps in the order below. Please note that Federation webinar meetings may be recorded for training and/or future viewing purposes and may be shared with our membership and other provincial organizations.

PREPARE FOR THE MEETING

Requirements

❐ A computer
❐ Internet access
❐ A telephone

NOTE: Internet calling (VOIP) is not supported.

Connection Test

To ensure you are able to use Adobe Connect and participate in the meeting, **test your connection here**. Adobe Connect may also require additional permissions on your computer. If you experience issues, check with your IT or Admin persons.

JOIN THE MEETING

1. **Enter the meeting room.** The meeting invitation email contains the info needed to connect.

   » Click on the URL link provided by The Federation to access the online Adobe Connect meeting room. The Adobe Connect meeting room will open in your web browser.

   » Select **ENTER AS A GUEST** and type your name.

   » If multiple participants are sharing the same computer and phone, type the names of each participant (e.g., *Jane Johnston and John Janeston*).

2. **Dial-in and connect using your phone.** Dial-out and computer microphones are not supported.

   » Select the **DIAL-IN** option from the **JOIN AUDIO CONFERENCE** window in your browser.

   » Call the phone number provided by The Federation (this can be found in your email meeting invitation).

   » When prompted, enter the **CONFERENCE CODE** provided by The Federation.

   » Enter your **IDENTITY NUMBER** (this can be found below the conference code in the **JOIN AUDIO CONFERENCE** window).

   » NOTE: Computer microphones, VOIP, and Dial-out are not supported for Federation webinar meetings.

3. **Mute your telephone line and computer.** This prevents feedback and background noise.

   » Click the **MUTE** button in the menu bar at the top of the Adobe Connect meeting room.

   » Press ***6** to mute your phone line. (You can press **#6** to un-mute your phone if required).